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Operations

CIVIL ENGINEER CONTINGENCY RESPONSE PLANNING

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This Instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, the guidance portions of Department of Defense Instruction (DODI) 4715.19, *Use of Open-Air Burn Pits in Contingency Operations*, and complements Air Force Instruction (AFI) 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*. This Instruction gives the directive requirements for civil engineer (CE) unique contingency response planning. It helps CE plan initial responses to enemy actions, major accidents, natural disasters, civil disorders and other contingencies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm.** This Instruction applies to all Air Force active, Air Force Reserve, and Air National Guard (ANG) CE units. Use AF Form 847, *Recommendation for Change of Publication*, to submit any recommended changes, clarification requests, or command supplements to this Instruction to the Air Force Civil Engineer Support Agency (AFCESA)/CEXX, 139 Barnes Dr, Suite 1, Tyndall AFB FL, 32403-5319. For further information contact the AFCESA Reach-Back Center at 888-232-3721 (commercial), DSN 523-6995, or by email **AFCESAR@tyndall.af.mil**

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. The Comprehensive Emergency Management Plan 10-2 changed to the Installation Emergency Management Plan (IEMP) 10-2. Installation Command and Control (IC2) nodes were added and references were updated throughout. Added instructions for Department of Defense Instruction (DODI) 4715.19, *Use of Open-Air Burn Pits in Contingency Operations*.

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Chapter 1

RESPONSIBILITIES

1.1. AF/A7C. The Air Force Civil Engineer (AF/A7C) is responsible for all CE contingency response programs and policy implementation. The Chief, Readiness and Emergency Management (EM) Division (AF/A7CX) establishes general CE contingency response guidance.

1.2. AFCESA. AFCESA establishes standards, procedures, guidelines and instructions relating to CE contingency response. AFCESA/CEX serves as the focal point for the CE contingency response guidance and AFIs.

1.3. Major Commands (MAJCOM) and National Guard Bureau (NGB). MAJCOMs and the NGB give specific guidance and assistance to subordinate commands or installations, monitor contingency response programs at all subordinate levels, evaluate CE contingency response capabilities during staff visits and inspector general inspections and review contingency response training programs for compliance with Air Force publications and this Instruction. The base civil engineer (BCE)/CE Unit Commander will submit their CE contingency response plan (CRP) to their respective MAJCOM or NGB for review and coordination.

1.4. BCE/CE Unit Commander. Units will establish a CE CRP and maintain contingency response capabilities to restore operations, save lives, mitigate human suffering and minimize damage during and after a crisis occurring on or near the installation. The BCE will provide trained forces and available equipment and materials to quickly return the installation to a condition where the primary mission can be executed.

1.4.1. The BCE/CE Unit Commander ensures the CE CRP is consistent with AFI 32-2001, *Fire Emergency Services Program*; AFI 32-3001, *Explosive Ordnance Disposal (EOD) Program*; AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*; and integrated with installation emergency support and war plans to include the IEMP 10-2.

1.4.2. The BCE/CE Unit Commander is the approval authority for the CE CRP.

1.4.3. The BCE/CE Unit Commander and engineer staff advises the installation commander and other concerned installation officials on all contingency planning, response and recovery operations.

1.4.4. The BCE/CE Unit Commander provides the MAJCOM or NGB with current copies of their CE CRP in an unalterable file format, such as a portable document file (PDF), as required in paragraph **1.3** above.

Chapter 2

CONTINGENCY RESPONSE PLANNING AND PREPARATIONS

2.1. Peacetime Planning. Each CE organization must plan for and exercise contingency responses to ensure it can respond effectively to emergencies. BCEs must prepare a clear and useful CRP and keep it current.

2.1.1. CE CRP. Crisis, hostile actions and natural disasters are often unpredictable. The unpredictable nature requires that response procedures be developed in advance to ensure continuity of Air Force operations during and after these incidents. Advance planning reduces the chaos and hastens effective contingency response.

2.1.1.1. Plan Objective. The main objective of any CE CRP is to provide guidance and information so that civil engineers respond quickly and effectively to all contingencies and in doing so, maintain or help to restore the installation's operational capability to meet its wartime or peacetime missions. Good planning and periodic training mitigate confusion inherent in initial responses to accidents, disasters, attacks, etc. The CE CRP must include provisions for:

2.1.1.1.1. Emergency and follow-on repair of facility damage caused by major accidents, natural disasters, conventional and terrorist attacks (e.g. sabotage, war, etc.).

2.1.1.1.2. Force beddown.

2.1.1.1.3. Operations and maintenance of facilities and installations during contingencies.

2.1.1.1.4. Fire Emergency Services (FES). FES personnel prevent and minimize losses to Air Force lives, property, and the environment. Services include aircraft rescue fire fighting, structural firefighting, technical rescue, emergency medical support, and hazardous materials (HAZMAT).

2.1.1.1.5. EOD. Mitigate, render safe or dispose of the hazards presented by enemy or friendly employment of explosive ordnance, to include IEDs or conventional explosive, nuclear, biological, chemical, radiological, or incendiary material in addition to supporting sortie generation by responding to airfield in-flight and ground emergencies or crash situations.

2.1.1.1.6. Managing Air Force contracts for contingency and war damage repairs and force beddown.

2.1.1.1.7. EM Response and Recovery from use of Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) materials by terrorist.

2.1.1.1.8. Recovery of damaged utility (water, electric, etc) systems.

2.1.1.2. Basic Content. The CE CRP will contain, as a minimum, a table of contents, basic plan and annexes. **Attachment 2** contains the mandated format. More definitive guidance for developing this plan is provided in Air Force Pamphlet (AFPAM) 10-219, Volume 1, *Contingency and Disaster Planning*.

2.1.1.3. Continental United States (CONUS), to Include all US Territories, Requirements. At CONUS active duty installations, the CE CRP must include provisions for responding to situations with or without the BCE's deployable Prime Base Engineer Emergency Force (BEEF) resources. The BCE's remaining work force must be trained to initially support critical mission-sustaining requirements and to operate and maintain essential installation functions during peacetime disasters and wartime operations.

2.1.1.4. Theater Requirements. At overseas theater locations, response plans must include provisions for responding to situations with or without their deployable Prime BEEF resources and CONUS Prime BEEF augmentation forces. Civil engineers may include other in-theater augmentation forces, such as Army engineer units, assured host nation support and locally available civilian and contractor support.

2.1.2. Other Plans. CE provides contingency support to numerous other operations plans (see AFPAM 10-219, Volume 1). These support requirements, as well as the requirements other organizations provide to civil engineers, need to be documented in the CE CRP.

2.1.3. Environmental Protection. When planning for any contingency response action, the BCE must review the applicable environmental requirements and guidance as described in AFPD 32-70, *Environmental Quality,* and ensure the CE CRP addresses them. In most cases, there are environmental compliance, remediation, conservation, and planning (i.e., environmental impact analysis [EIA], environmental baseline survey [EBS], etc.) requirements that apply to Air Force responses to enemy attacks, major accidents, natural disasters, terrorist actions, and other contingencies. For contingency operations in the United States (US) and its territories, the primary sources of requirements are Federal and state laws and regulations, as well as DOD and Air Force policies. For contingency operations outside the US and its territories, the primary sources of requirements are applicable international agreements, DOD and Combatant Command (including subordinate unified command), and Air Forces policies, and the environmental annex to the applicable operational plans or operational orders. Some requirements include exemptions or special provisions that apply to emergency response situations, but not all. For more information about environmental considerations during contingency operations outside the US and it territories, see AFH 10-222, Volume 4, *Environmental Guide for Contingency Operations Overseas*. This information should be utilized to avoid undue environmental exposures to airmen or others.

2.1.4. Backfilling Deployed Prime BEEF Positions. Establish guidelines and procedures to ensure mission-essential work is accomplished if any or all CE mobility forces deploy. Plan to efficiently receive and employ backfill personnel, if needed, when Prime BEEF mobility personnel deploy in support of major contingency operations. The BCE must:

2.1.4.1. Identify and prioritize all mission-essential tasks that backfill forces must perform (for example, sewage, water and power plant operations; emergency service call operations; FES; EOD; EM; etc.).

2.1.4.2. Quantify the expected voids in the work force when unit mobility teams deploy. Indicate which voids can be filled with military, civilian or contract personnel overtime, which voids can be filled using the Air Force Contract Augmentation Program (AFCAP), and which voids will require active or reserve military backfill.

2.1.4.3. Identify all mission-essential tasks that require special licenses and certifications (for example, water plant operations, industrial waste plant operations, FES, etc.).

2.1.4.4. Address the use of non-deployed active duty base personnel and key or mission-essential civilian members to support the installation's mission.

2.1.4.5. List all Air Reserve Component (ARC) units located on or near the installation who potentially could rapidly backfill mission-essential positions. Consider developing a list of Individual Mobilization Augmentee (IMA) personnel who reside within the local area that are qualified and willing to fill short-term requirements. **Note:** Requests to use ARC and IMA personnel must be submitted through your MAJCOM. MAJCOMs will forward the request to Air Forces Northern Command to process and source the available capability.

2.1.4.6. List the minimal training requirements for the CONUS/Overseas Continental United States (OCONUS) sustaining backfill program to ensure that augmenting personnel are familiar with the installation's equipment and operations.

2.1.4.7. List all contractors in the vicinity of the installation who could rapidly support mission-essential functions.

2.1.5. Memoranda of Agreement (MOA), Mutual Aid Agreements (MAA) and Memoranda of Understanding (MOU). Establish MOAs/MAAs/MOUs with local authorities for critical support activities or functions, as available and advantageous to the Air Force and the local/state community, to enhance installation capabilities. List these agreements with points of contact in the CRP.

2.1.5.1. When there are no military FES, EOD and EM units assigned to the installation and response time from other military EOD units is considered unreasonable, then the installation should establish an MOA/MOU with local authorities for civilian bomb technician support. The support must be limited to incidents involving commercial explosives and hazard assessment.

2.1.5.2. MOAs/MOUs for all other EOD support (military weapons systems, military munitions, unexploded ordnance [UXO], and military aircraft incidents) must be coordinated with the nearest military (preferably Air Force) EOD unit. **Note:** Civilian bomb technicians are not formally trained on military ordnance, military safety, and evacuation requirements, and they do not have access to necessary technical orders for military weapon systems.

2.2. Disaster and Attack Preparations. Disaster and attack preparations can save lives and reduce property damage resulting from major accidents; natural disasters; conventional attacks (including those using high-yield explosives); and terrorist use of CBRN materials on Air Force personnel, resources, and operations. Such preparations effectively protect key resources while minimizing cost, labor and materials. Many preparations can and should be made in advance of any crisis. Each CE unit, as part of an installation effort, will complete these preparations during peacetime or plan to complete them in priority order when disasters threaten. As a minimum, provisions for expedient preparations must be included in the CE CRP. Disaster and attack preparation must cover specific tasks to meet requirements in these areas:

2.2.1. Vulnerability Reduction. Assist the installation Antiterrorism Officer and other functional organizations in identifying and programming requirements to reduce vulnerability of critical installation facilities, equipment, and personnel. Perform site-specific risk assessments and identify resources to be protected and the level of protection to be afforded. The BCE must:

2.2.1.1. Help identify all facilities on the installation that could be used as shelters to protect personnel, equipment, aircraft and armament from the consequences of natural disasters and effects of CBRNE weapons. Determine the capacity for each shelter and list them in the CE CRP.

2.2.1.2. Consider redundancy when designing/redesigning critical utility systems or permit reconfiguration for continued operations and identify facilities that can be used as substitutes if prime facilities are destroyed.

2.2.1.3. Consider hardening Installation Command and Control (IC2) nodes (e.g. command posts, emergency operations center [EOC], etc.), access and perimeter gates, utility generating plants and mission essential shelters during initial construction or renovation of existing facilities. Hardening requirements for facilities located in CBRNE medium- and high-threat areas can be found in AFMAN 10-2503, *Operations in a Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) Environment*.

2.2.1.4. Survey and identify dispersal and evacuation sites on and off the installation that meet security, access, and service requirements for storing essential resources and decrease vulnerability from a natural disaster or single-point attack. Include background data on dispersal and evacuation sites as part of the CRP.

2.2.1.5. Implement actions to increase a facility's physical and passive protection against terrorist activities; see AFI 10-245, *Air Force Antiterrorism (AT) Standards*, Unified Facilities Criteria (UFC) 4-010-01, *Design: DOD Minimum Antiterrorism Standards for Buildings*, and UFC 4-021-01, *Design and O&M: Mass Notification Systems*. The installation Force Protection Working Group or Security Forces should identify the appropriate requirements.

2.2.1.6. Provide design, labor, equipment and materials to help installation organizations install and repair bunkers and revetments in threat areas to protect personnel, equipment and weapon systems; see UFC 3-340-01, *Design and Analysis of Hardened Structures to Conventional Weapons Effects.*

2.2.2. Communications-Computer Systems. Support base communications to provide installation primary and secondary warning systems and communications among the primary and alternate IC2 nodes, EOC, CE Unit Control Center (UCC) and the Emergency Communications Center (ECC). Establish manual procedures, such as the use of runners or signal flags, for collecting information on damage to facilities, utilities and pavements during disruptions in installation communication and computer systems.

2.2.3. Emergency and Backup Utilities. Develop plans and identify resources required to reestablish utilities or provide backup systems just after an attack or disaster. The CE CRP must include alternate sources of utility services for critical facilities IAW a facilities priority list.

2.2.3.1. Firefighting and contamination control operations require a great amount of water. The CRP should identify all available water sources, on and off the installation to support these operations during a contingency.

2.2.3.2. Electrical power should be continuous to essential installation functions. CE must have emergency-essential backup power sources when primary service to these essential functions or facilities is disrupted.

2.2.3.3. CE must identify alternate or emergency waste disposal methods. Disposal of "covered waste" (as defined in **Attachment 1**) in open-air burn pits is prohibited during contingency operations except when no alternative disposal method is feasible. Open-air burn pits are a short-term solution to reduce the volume of solid waste during contingency operations. Long-term solutions include the use of incinerators and landfills. When used, open-air burn pits will be operated in a manner that prevents or minimizes risks to humans and the environment and is consistent with an approved solid waste management plan for the contingency operation. The use of open-air burn pits shall not be allowed unless included within this plan. Manage open-air burn pits for the disposal of covered waste in contingency operations IAW DODI 4715.19. Refer to AFH 10-222, Volume 4, for additional guidance on standard burn pit operations. See AFMAN 10-2503, for specific guidance on contaminated waste control and disposal in nuclear, biological, chemical or conventional war-time environments.

2.2.4. Environmental Hazard Reduction. Provide trained personnel or contractors and available equipment and materials to help the Base Spill Response Team with containment, cleanup, and site restoration for hazardous substance spills.

2.2.5. Utility System Isolation. The CE UCC and ECC must contain accurate utility distribution system drawings, showing the locations of all cutoff valves and switches. Periodically have the appropriate personnel locate and operate these valves and switches to ensure they are operational and control the desired systems. When possible, implement the Installation Geospatial Information and Services system to aid in identifying and locating critical equipment or resources.

2.2.6. Base Denial. Base denial is an overseas theater task. It can become a CE task when the theater commander directs installation evacuation and the destruction of select air base systems, military equipment and supplies. The BCE must prepare in advance a list of candidate targets/assets and infrastructure, with input from installation functional stakeholders, based upon temporary or permanent denial. Denial of air base infrastructure, for the large part, will be the responsibility of the civil engineers. If available, EOD and RED HORSE demolition teams will assist in carrying out some base denial operations using explosives. However, the BCE has numerous options available to effect denial operations without having to rely on the use of demolition experts.

2.2.6.1. If all or portions of base denial is expected to be conducted explosively then installation planners will consult with the servicing EOD/RED HORSE units and document a listing of pre-identified facilities/materials for destruction and the required demolition explosives.

2.2.6.2. If the base has a Munitions Storage Area, consider using explosives on hand to assist with base denial efforts. If explosive storage facilities are available, the installation

will forecast for and maintain the required pre-positioned explosives. The installation will also identify base denial team members and train them in basic demolition procedures.

2.2.7. Support for Others. Plan for the following support requirements:

2.2.7.1. Provide labor and equipment to assist the mortuary officer in preparing temporary cemeteries and mass burial sites for contaminated and non-contaminated remains.

2.2.7.2. Assist the EOC in developing installation/unit casualty and damage reporting procedures.

2.2.7.3. Prepare a military grid reference system or maps for IC2; disaster response forces; damage assessment teams; and CBRNE Control Center. Prepare airfield surface maps for minimum airfield operating strip (MAOS) selection teams. Prepare copies of maps for distribution to primary and alternate EOCs and to all UCCs; see AFI 10-2501.

2.2.7.4. Assist in the annual assessment of the installation's HAZMAT/chemicals it regularly uses, stores or ships.

2.3. Disaster Recovery Tasks. CE must ensure the installation has a rapid response capability to continue or immediately regenerate essential air base functions after a disaster or attack by clearly identifying disaster recovery tasks in the CE CRP. Instructions must describe the tasks in terms of what, who, where, how, when and in what priority. The disaster recovery planning must cover specific tasks to meet requirements in these areas:

2.3.1. Damage and Hazard Assessment. Quick initial reconnaissance to allow assessment of the installation following a natural or man-caused disaster or attack is a key part of recovery.

2.3.1.1. Initial Unit Assessments and Reports. Following a natural or man-caused disaster or attack, CE personnel should promptly treat and report casualties, identify, report and mark facility damage, suspected contamination, location of UXO and other problems to the EOC through their respective UCC. The EOC directs efforts of the recovery teams accordingly. See AFMAN 10-2503 for post-attack reconnaissance team equipment and procedures.

2.3.1.2. Detailed Assessment. CE must dispatch pre-identified and trained damage assessment and response teams (DART) following a natural or man-caused disaster or attack. The teams immediately perform assessments of airfield pavement to determine the greatest potential for rapidly restoring launch and recovery capabilities; identify and evaluate critical facility, utility and communications repair requirements; and coordinate on-scene recovery activities with the CE UCC and the EOC. No personnel are permitted to enter a disaster or crash site area without the explicit approval from the incident commander (IC). The IC is the only person that can declare a disaster area safe. The IC is normally the Senior Fire Official but can be a Medical, or Security Forces response element (see AFI 10-2501).

2.3.2. FES. Due to the limited numbers of firefighters, fire vehicles, and equipment, firefighters should not be counted on to be available for ancillary tasks such as area contamination control processes. During recovery operations FES will be fully engaged in missions and core competencies listed above. After recovery firefighters will require

rehabilitation and vehicles and equipment will require reconstitution to be available for response to other incidents.

2.3.3. Hazard Clearance. Civil engineers must begin removing debris from aircraft operating areas, primary streets and installation areas as soon as possible after damage has occurred. Following a conventional bomb attack, CE may begin removing debris prior to the removal of all UXOs, as long as there is no threat to the operations. Certain aircraft recovery operations, like those involving carbon fibers and radioactive materials, will require special responses and will require individual response plans within one of the annexes. Ensure annexes do not duplicate information found in the IEMP 10-2.

2.3.3.1. UXO Clearance. CE provides EOD teams to identify, render safe, destroy, or remove hazardous explosive ordnance.

2.3.3.2. Utility Hazard Isolation. CE isolates damaged utility distribution systems to minimize the hazards to contingency response and mission continuation.

2.3.3.3. Crime Scene Hazard Clearance. Do not move debris until told to do so by the IC. When an attack occurs on an AF installation in peacetime the area is a crime scene and special care must be taken to preserve it for collection of evidence. First responders must take all precautions possible to preserve evidence after a terrorist event. This evidence will be crucial in the investigation, arrest and conviction of the perpetrator(s).

2.3.4. Emergency Utilities. CE must reestablish or substitute essential utilities quickly after an attack or disaster.

2.3.5. Beddown. CE should provide beddown planning and execution assistance for deploying forces, federal assistance teams, pre-bundled medical supplies commonly called "push-packs," and disaster victims, when required. CE must identify existing facilities or potential cantonment areas, supporting utilities, infrastructure and key support services such as potable water sources, electricity, latrines, showers, refuse collection and disposal and contaminated waste collection and disposal points that can be used for expedient beddown operations.

2.3.6. Airfield Damage Repair (ADR). Following an enemy attack, CE must be capable of rapidly restoring damaged runways, taxiways, aircraft parking and other airfield pavement. To ensure this capability, CE must have adequate equipment, supplies, training and manpower.

2.3.6.1. Threat. Theater MAJCOMs must evaluate the specific regional threat to determine the ADR set requirements and the appropriate levels of war readiness materiel (WRM) such as crushed stone, AM-2 and folded fiberglass matting, and spall repair components for each installation (see UFC 3-270-07, *O&M: Airfield Damage Repair*, and AFPAM 10-219 Volume 4, *Airfield Damage Repair Operations*, for specific guidance on ADR).

2.3.6.2. ADR Assets. ADR sets increase the crater repair capability at selected main operating bases where they are pre-positioned. These sets generally are located at installations vulnerable to attack but may be deployed to other sites, if required.

2.3.7. Contamination Monitoring and Control (an EM responsibility). After any disaster or attack that may involve CBRN material, the detection, identification, quantification and

hazard prediction of contamination must take place. Pre-identify equipment, materials and personnel for this function. Identify timing and any limitations to the installation leadership. The detection and prediction will determine actions required for contamination avoidance, control and decontamination. CE must remove or neutralize CBRN contaminants on a priority basis so essential operations can resume and vital facilities can reactivate.

2.3.7.1. Limited Area Decontamination. CE must provide trained and equipped personnel to perform limited area contamination control for roads, grounds, buildings, facilities, aprons, taxiways and runways. Pre-identify equipment, materials and personnel for this function. Identify limitations to the installation leadership.

2.3.7.2. Vehicle Decontamination. CE must have operating procedures available for decontaminating CE critical vehicles and equipment. In coordination with Emergency Support Function 1 through the EOC, pre-identify sites, equipment, materials and personnel needed for control and collection of runoff.

2.3.8. Work Party Defense. When applicable, the BCE must provide organic CE work party defense and convoy security to ensure the success of contingency operations.

2.3.9. Support Tasks. When a disaster strikes, CE will:

2.3.9.1. Provide persons trained on MAOS selection procedures to plot and evaluate all information received from DART teams. Personnel will record primary operating surface damage to include runways, taxiways, ramps/parking aprons on airfield surface maps located within the primary and alternate EOCs and UCCs to ensure most viable method of aircraft generation/regeneration.

2.3.9.2. Equip EOD personnel and other CE members trained in explosive ordnance recognition and bomb damage assessment to survey and identify all surfaces affecting the launch and recovery of aircraft and report findings to the EOC.

2.3.9.3. Equip EM personnel and other CE members trained in CBRNE post-attack reconnaissance to survey and identify areas affecting the launch and recovery of aircraft and report findings to the EOC.

2.3.9.4. Obtain installation labor and equipment to remove UXO that EOD personnel have rendered safe and the EOC has designated for removal.

Chapter 3

CE CONTINGENCY RESPONSE TEAMS

3.1. Command and Control (C2). The BCE must ensure effective contingency response C2 during an emergency.

3.1.1. The CE contingency response force consists of many specialized teams and varies in organization and size from installation to installation, depending on a installation's mission, theater of operations and threat condition. BCEs must organize these teams based on the specific needs of their installation.

3.1.2. CE contingency response procedures must include assembly instructions, communication links and sufficient guidance to allow each team to initially function on its own.

3.1.2.1. Assembly instructions must be provided in detail. These instructions must include who reports where, when, to whom and with what equipment. Assembly procedures must be realistic. For example, the mobile teams should be 50 manned within 2 hours, 75 manned within 3 hours, and 100 manned within 4 hours. To test the effectiveness of a unit's contingency response time, the BCE will perform an assembly (recall) at least once a quarter.

3.1.2.2. In the event power and/or communication lines are lost, an alternate means of notifying personnel, known as the Pyramid Alerting System (see **Attachment 3**, paragraph **A3.3**), must be established and practiced. Test the Pyramid Alerting System quarterly to ensure its effectiveness.

3.2. CE Contingency Response Structure. The only effective response to contingencies, emergencies, and disasters is a trained military and civilian force that can draw on an adequate supply of equipment and materials. If the installation is identified to maintain an ADR and a rapid utility repair (RUR) capability, formation and manning of specialized ADR and RUR teams must receive a high priority.

3.2.1. Mobility Forces. The Air Force maintains a number of standard military Prime BEEF mobility elements and teams to meet essential wartime requirements with rapid, short notice deployments to anywhere in the world. These teams will be available for other contingency response taskings when not deployed or alerted for deployment. Civilians can also be deployed for contingency taskings.

3.2.2. Base Sustaining Forces. CE forces, military, civilian and contracted-operated flights, must operate and maintain mission critical installation functions in support of wartime requirements. Installation planners must ensure that mission-essential base sustaining forces and equipment are available to respond to the "All Hazard" of threats while supporting all mission critical installation functions during wartime and after mobility force deployment.

3.2.2.1. Although there are some base-level military positions essential to the war effort that civilians cannot logically backfill, the objective is for base-level CE sustainment forces to be primarily civilian.

3.2.2.2. The BCE must ensure that essential base-sustaining mission requirements are satisfied and that the installation will continue its support of the wartime effort. When lacking sufficient civilian authorizations to fulfill base sustaining requirements, the BCE requests AFCAP, IMA, Air Force Reserve Command (AFRC) or Air National Guard (ANG) volunteer support, through their respective MAJCOMS.

3.2.2.3. When requiring engineer assistance beyond that available on installation, the BCE must consider using RED HORSE and mobile Prime BEEF forces, other Services, host nation support forces, contractors and staffing assistance.

3.3. Military Personnel. The BCE may assign all CE military personnel to contingency response teams. However, Prime BEEF personnel assigned mobility unit type code (UTC) positions or required for other operational plans that are in effect may not be available for contingency response taskings. Augmentation programs may be used; however those individuals serving as augmenters must be properly trained and exercised.

3.4. Civilian Personnel. The civilian work force is an integral and essential part of the CE contingency response force. When Prime BEEF forces deploy during contingency or natural disasters, the civilian force augments any remaining military force or assumes full responsibility for installation recovery operations.

3.4.1. The BCE may obtain essential manpower support for contingency response needs in several ways. These options include designated civilians; BCE-assigned civil service personnel; temporary overhires; AFCAP; local contractors and volunteers; and other Department of Defense (DOD) civil service employees. For ANG locations, BCE functions will revert to the United States Property and Fiscal Officer in the absence of local BCE representation.

3.4.2. The BCE designates emergency-essential civilian positions in each CE functional area required for the contingency response force. Position descriptions for these designated functional positions must include contingency response duties and responsibilities. The BCE must fully brief and train the civilian force on peacetime or wartime disaster responsibilities that are different from those encountered in their day-to-day, peacetime job.

3.4.3. Civilian personnel should participate in training exercises. Their ability to perform contingency duties in a crisis largely depends on the experience they gain in training exercises. When they perform contingency response duties or take part in exercises during other than normal duty hours, employees may be entitled to additional pay. The BCE should program for sufficient funds to cover, at a minimum, one training event and one exercise event annually per civilian designated to fulfill a contingency response force position.

3.4.4. Additional Air Force civilian personnel may be made available from other installations within the command to fill critical contingency manpower shortfalls where position descriptions possess the necessary contingency skills and mobility stipulation.

3.4.5. Local contractors may be hired to support the contingency response operation when CE lacks personnel possessing certain skills or specialized equipment. Even though the appropriate contracting office must execute any formal agreements with local contractors, the BCE must identify these potential contract sources in the CE CRP.

Chapter 4

TRAINING AND EXERCISES

4.1. Training Philosophy. Mission success in the CONUS and all theaters of operation during any type of contingency depends upon the effectiveness of individual and unit training. CE personnel and augmentees must train the way they expect to function during contingency or wartime. Training must be comprehensive and realistic. CE must train for all conceivable missions in all kinds of weather and climate; they must train for the "All Hazard" of threat contingencies from major disasters to lesser contingencies to major conventional combat operations to chemical, biological, radiological, or nuclear war operations.

4.2. Personnel Training. Trained personnel are essential for the successful execution of tasks contained in the CE CRP.

4.2.1. Contingency Response Training. Overseas and CONUS CE personnel and augmentees will be trained and equipped in the duties they will perform during alerts and contingency operations.

4.2.2. Prime BEEF Mobility Training. Prime BEEF mobility training requirements are specified in AFI 10-210.

4.2.3. EM Training. EM training requirements are identified in AFI 10-2501.

4.3. Exercises. The BCE must conduct exercises to measure the effectiveness of the unit's C2 structure, contingency support vehicles and equipment, and the different CE contingency response training programs. Scenarios should be practiced that respond to peacetime crises, as well as, likely wartime situations. War-gaming exercises must realistically reflect local threat analysis (or expected deployment location threat analysis), just as peacetime exercises must be derived from plausible natural and man-made disasters including terrorist use of CBRNE material, major accidents, or utility service disruptions. Exercises should range from simple tests of the pyramid personnel alerting system to the more complex responses required in major peacetime or wartime operations. Conduct no-notice exercises for a valid test of the recovery force capability. Exercise the base sustaining force's capability in operating the installation during different levels of conflict when some or all the BCE's mobility forces and equipment have deployed. See AFI 90-201, *Inspector General Activities* and AFI 10-2501 for additional guidance.

4.4. Training Projects. Opportunities often exist for accomplishing special projects while conducting valuable contingency training. CE forces will ensure all construction, maintenance and repair activities meet with appropriate project programming requirements and approval levels. These restrictions apply to active, AFRC, and ANG Prime BEEF and RED HORSE forces.

4.4.1. AF/A7C must approve any repair or unspecified minor military construction project planned for accomplishment with Prime BEEF or RED HORSE if total funded and/or unfunded cost exceed $750,000. AF/A7C's approval applies to projects in the US, including Guam, Puerto Rico and the Virgin Islands. This guidance does not apply outside these geographic areas. See AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects,* and AFI 10-206, *Operational Reporting*.

4.4.2. Prime BEEF construction, maintenance, repair, or renovation projects in support of Services facilities are not authorized when non-appropriated funds are the designated funding source.

Chapter 5

EQUIPMENT AND SUPPLIES

5.1. Resource Requirements. The BCE must have equipment and supplies readily available to cope with emergencies. Assess the types and quantities of resources required. The needed items are a function of the nature of the potential emergency (e.g. accidents, storms, floods and lightning strikes, enemy air or ground attacks, sabotage, equipment). Resource requirements also depend on the type of facilities, whether temporary or permanent, and the importance of immediate repair. CE units must:

5.1.1. Keep equipment and vehicles operable, fueled and designated for each contingency response team.

5.1.2. Identify substitute vehicles for CE contingency response teams to use in the event designated vehicles are not operable. In addition to vehicles and specialized equipment, identify available portable floodlights, taxiway or runway lights and electric generators to ensure they are serviceable.

5.1.3. Ensure adequate hand and portable tools, shovels, brooms, wrecking bars, chain saws, and axes are available and note their locations in the CE CRP.

5.1.4. Ensure adequate contingency response/recovery materials and supplies are identified to support CE CRP roles and responsibilities. After determining the types and quantities of required supplies, take action to make sure they are available, either as adjusted stock levels in base supply, special levels, normally available bench stock or in bulk storage.

5.2. Special Equipment. Although the equipment available for the day-to-day CE operation is adequate for most disasters, the installation may temporarily obtain special equipment from other DOD installations in the area, from local contractors, or from other sources of supply. The CE CRP should list specific contacts at other DOD installations, the types and quantities of equipment they possess, and the restrictions on their availability.

5.3. Protecting Equipment and Supplies. The theater commander or installation commander specifies the need for dispersal. Dispersal may be warranted when natural occurring emergencies such as tornadoes, hurricanes, and flooding or man-made terrorist and enemy attacks threaten the installation. If used, identify dispersal locations in the appropriate CE CRP annex.

Chapter 6

REPORTS

6.1. Reports. During disaster recovery operations, the BCE must provide key information contained in situation reports (SITREP) to higher headquarters. The BCE provides the real property damage information and other civil engineer data necessary to develop the reports as specified by AFI 10-206. The installation or wing command post sends these reports through the Air Force Operational Reporting System. The other information required by AFI 10-206 will be provided by representatives from other functional areas on installation; see AFI 10-2501.

6.1.1. Event/Incident Report (OPREP-3). Consult AFI 10-206 for reporting instructions. For events or incidents causing significant damage to Air Force installations, provide this supplementary information as a minimum:

6.1.1.1. Report the extent of damage to structures; airfield pavements; navigational aids; utility systems; WRM vehicles, equipment, or materials, including ADR and EOD assets; and FES vehicles; and command, control, communications and computer facilities and equipment.

6.1.1.2. Report the status of support areas, such as housing and dining facilities, fuel storage and distribution, and medical facilities.

6.1.1.3. Provide remarks on restoration actions in progress or intended, estimated repair costs, and whether the repairs will be accomplished in-house or by contract; estimated recovery date and time; assistance required (for example, Prime BEEF forces and RED HORSE squadrons); and the impact on combat readiness status of mobility forces.

6.1.2. FES Response Notification. Consult AFI 32-2001 for reporting requirements and other notification procedures.

6.1.3. BCEs must ensure they identify and provide any MAJCOM, NGB or Numbered Air Force-specific functional reports through their installation chain of command.

6.2. Project Documentation Reports. The BCE must also document and submit other reports.

6.2.1. Reconstruction Projects. Obtain information required for project documents as soon as possible after the disaster. Use digital cameras to document damage immediately after the disaster. Public Affairs provides an alert photography capability which is available 24 hours a day. Contact the installation command post during non-duty hours to reach the alert photographer.

6.2.2. Cost Records. Keep all work orders, (AF Form 332, *Base Civil Engineer Work Request*) and the costs associated with the work requests. The BCE must coordinate with the installation Comptroller to obtain any emergency and special program accounting codes for use in recording costs.

6.2.3. Off Base Expenses. Expenses that the installation incurs when aiding off-base agencies in a natural disaster recovery or military support to civil authority operations may require reimbursement to the Government. To preclude difficulties in paying these expenses, maintain accurate cost records; see AFPD 10-8, *Homeland Defense and Civil Support*, and AFI 10-802, *Military Support to Civil Authorities (MSCA).*

HERBERT J. CARLISLE, Lt Gen, USAF
DCS/Operations, Plans and Requirements

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DODI 4715.19, *Use of Open-Air Burn Pits in Contingency Operations,* 15 February 2011

JP 1-02, *Department of Defense Dictionary of Military and Associated Terms*, 4 March 2008

UFC 3-270-07, *O&M: Airfield Damage Repair*, 12 August 2002

UFC 3-340-01, *Design and Analysis of Hardened Structures to Conventional Weapons Effects (FOUO)*, 30 June 2002

UFC 4-010-01, *Design: DOD Minimum Antiterrorism Standards for Buildings*, 8 October 2003

UFC 4-021-01, *Design and O&M: Mass Notification Systems*, 18 December 2002

AFPD 10-2, *Readiness*, 30 October 2006

AFPD 10-8, *Homeland Defense and Civil Support*, 7 September 2006

AFPD 32-70, *Environmental Quality*, 20 July 1994

AFI 10-206, *Operational Reporting*, 6 September 2011

AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, 15 November 2010

AFI 10-245, *Air Force Antiterrorism (AT) Standards*, 21 June 2002

AFI 10-802, *Military Support to Civil Authorities*, 19 April 2002

AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*,

24 January 2007

AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*, 15 October 2003

AFI 32-2001, *The Fire Emergency Services Program*, 9 September 2008

AFI 32-3001, *Explosive Ordnance Disposal (EOD) Program*, 10 October 2007

AFI 32-7061, *The Environmental Impact Analysis Process*, 12 March 2003

AFI 90-201, *Inspector General Activities*, 22 November 2004

AFPAM 10-219, Volume 1, *Contingency and Disaster Planning*, 9 June 2008

AFPAM 10-219, Volume 4, *Airfield Damage Repair Operations*, 28 May 2008

AFMAN 10-401, Volume 2, *Planning Formats and Guidance*, 1 May 1998

AFMAN 10-2503, *Operations in a Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) Environment*, 7 July 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

AFH 10-222, Volume 4, *Environmental Guide for Contingency Operations*, 1 March 2007

IEMP 10-2, *Installation Emergency Management Plan*

5 U.S.C. 552, *The Freedom of Information Act*

10 U.S.C. 261, *Armed Forces, Chapter 11- Reserve Components*

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 332, *Base Civil Engineer Work Request*, 1 January 1991

Abbreviations and Acronyms

ADR—Airfield Damage Repair

AF—Air Force

AFCAP—Air Force Contract Augmentation Program

AFCESA—Air Force Civil Engineer Support Agency

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

ARC—Air Reserve Component

AT—Antiterrorism

BCE—Base Civil Engineer

C2—Command and Control

CAC—Commander's Access Channel

CBRN—Chemical, Biological, Radiological, and Nuclear

CBRNE—Chemical, Biological, Radiological, Nuclear and High-Yield Explosive

CE—Civil Engineer

CONUS—Continental United States

CRP—Contingency Response Plan

DART—Damage Assessment and Response Team

DOD—Department of Defense

DODI—Department of Defense Instruction

ECC—Emergency Communications Center

EBS—Environmental Baseline Survey

EIA—Environmental Impact Analysis

EM—Emergency Management

EOC—Emergency Operations Center

EOD—Explosive Ordnance Disposal

FES—Fire Emergency Services

HAZMAT—Hazardous Material

IAW—In Accordance With

IC—Incident Commander

IC2—Installation Command and Control

IEMP—Installation Emergency Management Plan

IMA—Individual Mobilization Augmentee

MAA—Mutual Aid Agreement

MAJCOM—Major Command

MAOS—Minimum Operating Strip

MOA—Memoranda of Agreement

MSCA—Military Support to Civil Authorities

MOU—Memoranda of Understanding

NGB—National Guard Bureau

OCONUS—Overseas Continental United States

OPREP—Operation Report

PDF—Portable Document File

Prime BEEF—Prime Base Engineer Emergency Force

RCS—Report Control Symbol

RDS—Records Disposition Schedule

RUR—Rapid Utility Repair

SITREP—Situation Report

TDY—Temporary Duty

UCC—Unit Control Center

UFC—Unified Facilities Criteria

US—United States

U.S.C.—United States Code

UTC—Unit Type Code

UXO—Unexploded Ordnance

WRM—War Readiness Materiel

Terms

Airfield Damage Repair (ADR)— The process of assessing damage, clearing UXO and repairing an airfield including runways, taxiways and aprons for contingency operations using expedient methods. Expedient methods include the use of construction equipment, tools, portable equipment, expendable supplies and temporary surfacing materials to meet pavement repair quality criteria. ADR may also include installation or repair of aircraft arresting and utility systems to enable flying operations. (UFC 3-270-07)

Air Force Civil Engineer Support Agency (AFCESA)—A field-operating agency located at Tyndall AFB Florida. The Directorate of Readiness Support (AFCESA/CEX) acts as the Air Force program manager for CE contingency response planning.

Air Force Emergency Management (EM) Program—The single, integrated Air Force program to coordinate and organize efforts to prepare for, prevent, respond to, recover from, and mitigate the direct and indirect consequences of an emergency or attack. The primary missions of the Air Force EM program are to (1) save lives, (2) minimize the loss or degradation of resources, and (3) continue, sustain, and restore combat and combat support operational capability in an all-hazards physical threat environment at Air Force installations worldwide. The ancillary missions of the Air Force EM program are to support homeland defense and civil support operations and to provide support to civil and host nation authorities IAW DOD directives and through the appropriate Combatant Command. The Air Force EM program is

managed by the Office of The Civil Engineer, AF/A7C.

Air Reserve Components (ARC)—All units, organizations and members of the ANG and the Air Force Reserve. (10 United States Code [U.S.C.] 261, *Armed Forces – Chapter 11- Reserve Components*)

Annex—A document appended to an operation order or other document to make it clearer or to give further details.

Bare Base—A installation having minimum essential facilities to house, sustain and support operations to include, if required, a stabilized runway, taxiways and aircraft parking areas. A bare base must have a source of water that can be made potable. Other requirements to operate under bare base conditions form a necessary part of the force package deployed to the bare base. (JP 1-02)

Base Civil Engineer (BCE)—The office of primary responsibility for all activities and measures the installation designs or takes to protect Air Force resources from the effects of attacks, natural disasters and major accidents; to restore primary mission assets after disasters; and to fulfill the humanitarian disaster relief responsibilities of commanders.

Base Denial—Removal of resources from a threatened area, rendering resources unusable by removal of parts, contamination (other than by nuclear, biological or chemical means), immobilization or partial or total destruction of military equipment, supplies or infrastructure.

CE Contingency Response Plan (CRP)—The plan of action the BCE develops to prepare for and respond to all types of contingencies, emergencies and disasters.

Chemical, Biological, Radiological, Nuclear and High—Yield Explosive (CBRNE)— Operations or incidents involving chemical, biological, radiological, nuclear, and high-yield explosives, either individually or in combination. "CBRNE" is used anytime that reference is not being made to weapons of mass destruction operations or incidents

Continental United States (CONUS)—US territory, including the adjacent territorial waters, located within North America between Canada and Mexico.

Contingency—An emergency involving military forces caused by natural disasters, terrorists, subversives or by required military operations. Due to the uncertainty of the situation, contingencies require plans, rapid response and special procedures to ensure the safety and readiness of personnel, installations and equipment. (JP 1-02)

CONUS Sustaining Forces—Personnel who maintain and operate essential facilities in support of CONUS wartime operations.

Covered Waste—1) Hazardous waste, as defined in section 6903(5) of title 42, U.S.C. (section 1004(5) of the Solid Waste Disposal Act) (Reference (g)); 2) Medical waste, as defined in section 6992a(a)(1)-(10) (section 11002(a)(1)-(10) of the Solid Waste Disposal Act) of Reference (g). Covered waste includes but is not limited to: tires; treated wood; batteries; compressed gas cylinders unless empty with valves removed; fuel containers unless completely evacuated of contents; aerosol cans; polychlorinated biphenyls; petroleum, oils, and lubricants (other than waste fuel for initial combustion); asbestos; mercury; foam tent material; and any item containing any of the aforementioned items. (DODI 4715.19)

Emergency Communications Center—The nerve center of an installation's emergency services response capability. Resources in the field communicate, often via radio, mobile data terminal, or mobile phone, to ECC controllers who then effectively manage the emergency resources for the area. These dispatch centers often use Computer Aided Dispatch software to assist in multiple incident dispatches and in keeping track of the all resources within their area of responsibility. The ECC includes a central dispatch capability or its interim equivalent for the installation. It should include the minimum functions of FES, SF Desk and Medical dispatch (when applicable).

Emergency Operations Center (EOC)—For the purposes of the Air Force Incident Management System, the EOC is the C2 support elements that directs, monitors, and supports the installation's actions before, during, and after an incident. The EOC is activated and recalled as necessary by the Installation Commander. The EOC updates the ICC with ongoing incident status and seeks support through the ICC when on-scene requirements surpass the installation's inherent capability and the installation's cumulative capabilities acquired through mutual aid agreements. EOCs may also support the multi coordination system and joint information activities. According to the National Response Framework, the EOC is defined as "The physical location at which the coordination of information and resources to support attack response and incident management activities normally takes place. An EOC may be a temporary facility or

may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines such as fire, law enforcement, and medical services, by jurisdiction such as Federal, State, regional, county, city, tribal, or by some combination thereof."

Explosive Ordnance Disposal (EOD)—The detection, identification, on-site evaluation, rendering-safe, recovery and final disposal of UXO. It may also include explosive ordnance, which has become hazardous by damage or deterioration. (JP 1-02)

Fire Emergency Services (FES)—Provides FES to prevent and minimize losses to Air Force lives, property and the environment occurring during periods of peace, war, lesser contingencies and humanitarian support operations. Included are both man-made and natural incidents; fire suppression or hazard mitigation; rescue; mitigation or containment of HAZMAT release, such as CBRNE agents, resulting from industrial accidents, acts of terrorism and emergency medical responses.

Hazardous Materials (HAZMAT)—Any material that is flammable, corrosive, an oxidizing agent, explosive, toxic, poisonous, etiological, radioactive, nuclear, unduly magnetic, a chemical agent, biological research material, compressed gases, or any other material that, because of its quantity, properties, or packaging, may endanger life or property.

Individual Mobilization Augmentee (IMA)—An individual reservist attending drills who receives training and is currently assigned to an Active Component organization, a Selective Service System or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. IMAs train on a part-time basis with these organizations to prepare for mobilization. Inactive duty training for individual mobilization augmentees is decided by component policy and can vary from 0 to 48 drills a year. (JP 1-02)

Minimum Airfield Operating Strip (MAOS)—A runway that meets the minimum requirements for operating assigned and/or allocated aircraft types on a particular airfield at maximum or combat gross weight. (JP 1-02)

Push Packs—Packages of medical supplies and vaccines strategically placed to deal with emergencies.

Situation Report (SITREP)—A report giving the situation in the area of a reporting unit or formation.

Unexploded Ordnance (UXO)—Explosive ordnance which has been primed, fused, armed or otherwise prepared for action, and which has been fired, dropped, launched, projected or placed in such a manner as to constitute a hazard to operations, installations, personnel or material and remains unexploded either by malfunction or design or for any other cause. (JP 1-02)

Unit Control Center—The operations center established by the BCE to control and conduct ADR and other post-attack recovery operations with BCE forces. The unit control center is usually headed by the BCE's operations flight commander and staffed with appropriate CE personnel.

War Readiness Materiel (WRM)—Materiel required, in addition to mobility equipment and primary operating stock, to support wartime activities reflected in the US Air Force War and Mobilization Plan until the industrial installation has generated sufficient deliveries to equal planned wartime consumption.

Attachment 2

STANDARD FORMAT AND ANNEXES FOR A CIVIL ENGINEER CONTINGENCY RESPONSE PLAN

A2.1. General. The CE CRP should provide detailed guidelines, information and direction to help CE personnel to respond to crises. Use the standard format in this attachment when preparing a new plan or revising an existing plan. Keep the plan workable by updating it periodically. When updating the plan, incorporate lessons learned from exercises, actual disasters, emergencies, crises, conflicts, contingencies, etc. As a minimum, the plan should support implementation of the Installation Emergency Management Plan (IEMP) 10-2. AFPAM 10-219, Volume 1, provides additional guidance and suggestions on preparing and packaging the CRP.

A2.2. Plan Components. AFMAN 10-401, Volume 2, *Planning Formats and Guidance*, specifies components to a plan, but only three are generally necessary for the CRP: the table of contents, the basic plan and the attachments (with their annexes, appendixes and tabs).

A2.3. The Basic Plan. The basic plan contains seven sections: references, task organization, situation, mission, execution, administration and logistics and command and signal. Keep the basic plan brief—save the details for the annexes.

A2.3.1. **References.** List plans, charts, maps, publications or other documents needed to understand the plan.

A2.3.2. **Task Organizations.** Identify which elements of the command (CE squadron) are tasked to support this plan. Usually the entire CE squadron will have taskings in one or more contingencies.

A2.3.3. **Situation.** Briefly describe the most probable conditions for implementing the plan. Separately describe the natural disasters, major accidents or enemy attacks which could threaten the installation and any other contingencies that require CE support.

A2.3.3.1. **Supporting Forces.** List the units or organizations outside of CE that support this plan. This includes augmenting Prime BEEF teams.

A2.3.3.2. **Assumptions.** Outline major planning assumptions. Only assumptions which make the plan unworkable if not true and which are beyond the capability of the CE unit (or installation) to control should be included.

A2.3.4. **Mission.** Outline the basic purpose of the plan. Briefly state the mission of the installation and the CE unit when the plan is implemented. Regardless of installation location, CONUS or overseas, the CE mission is always the restoration or maintenance of the installation's capability to support its prime mission. The relief of human suffering and the protection of life and property are equally important missions that require CE support. Be sure to include support provided to other services, nations and civil authorities.

A2.3.5. **Execution.** Highlight the major tasks each flight or section must perform to carry out the plan and what major equipment will be available to the unit. This should include supporting forces added by operations plans or support agreements. Include details in the annexes to the plan.

A2.3.6. **Administration and Logistics.** Tell how the civil engineers are to be supported and what support they must provide for themselves. In general terms, outline the sources for equipment and supplies and the support to be provided by others. Also, list local support conditions that adversely affect plan implementation.

A2.3.7. **Command and Signal.** Identify command relationships both external and internal to the CE unit. List CE control centers to be used and designate who commands the CE forces, control centers and recovery teams. Outline the succession of command. The chain of command should be well defined for all people. State provisions for the continuity of command. Include sufficient alternates for round-the-clock management for two manning scenarios: (1) full strength and (2) military personnel only (at overseas theater installations) or civilian personnel only (at CONUS installations). Overseas theater installations will also include provisions for C2 of augmenting forces, such as CONUS Prime BEEF teams. Such provisions should allow augmenting units to maintain unit integrity when practical, even though responsible to the host BCE. Outline methods of communications to be used.

A2.4. Annexes. Prepare annexes in sufficient detail to guide CE preparations for and initial response to likely major accidents, natural disasters, war and other contingencies or crises. CE CRP annexes need to be consistent with the IEMP. There is no required format or content for annexes, appendixes or tabs. If you do not need an annex, still list it in the table of contents with its corresponding letter but mark it "Not Used." Annexes V and W are reserved for locally unique information which does not fit well into the other annexes. The letters "I" and "O" are not used as labels for annexes. To promote standardization and ease of use, the recommended annexes are:

A--Major Peacetime Accidents

B--Natural Disasters

C--Attack Actions

D--Terrorist Use of CBRNE

E--CE Support for Miscellaneous Plans/Situations

F--FES Operations

G--Deployment Preparations

H--Contingency Environmental Considerations

J--Facility Priority Listing

K--CE Personnel Shelters

L--Personnel Augmentation

M--Equipment and Supplies

N--Support Agreements and Contracts

P--Installation Utility Systems and Waste Disposal

Q--Airfield Pavements

R--Climatic and Geologic Factors

S--Damage and Reimbursable Cost Documentation

T--Maps and Charts

U--EOD Operations

V and W (Locally defined)

X--Classified Annex (If required, published under separate cover)

Z--Distribution

A2.5. Classified Information. Write an unclassified plan when possible. If the plan must contain classified information, try to incorporate it in a separate classified annex. Be sure to mark the plan according to the AFMAN 10-401, Volume 2, instructions and add the security instructions component.

Attachment 3

RECALL PROCEDURES

A3.1. Types and Methods of Recall. The various types and methods used to recall personnel during exercises and contingencies are described in the following paragraphs.

A3.1.1. **Types of Recall**. The most common types of recalls used are listed in the following paragraphs. To carry out recall responsibilities in the most expeditious manner possible and meet prescribed timing criteria, it is essential that supervisors have accurate information.

A3.1.1.1. **General Recall**. The general recall is used to posture for immediate action. All available personnel, including personnel on leave or pass, are directed to report to work with field gear and Personal Protective Equipment (chemical gear) and be prepared for wartime work schedules and duty. Personnel on leave or temporary duty (TDY) are contacted and directed to return to their duty station. Notification will be through the pyramid alerting system (paragraph **A3.3**) and may include the use of visual and audible signals such as signs mounted on vehicles, the Commander's Access Channel (CAC), Giant Voice, or PA systems. Unless directed otherwise, assigned military personnel will report to their duty section immediately after notification of a recall.

A3.1.1.2. **Selective Recall**. The objective of selective recall is to alert, inform or direct to duty specific personnel or functions. A selective recall may be conducted independent of, or in conjunction with, another type of recall. Selective recalls may be used to recall Crisis Action Teams or key personnel to assess a crisis situation or to prepare for a full scale stand by or general recall. When directed, the command post will notify the affected unit to initiate their pyramid recall. If recall is a test of the pyramid alerting system, then the last individual to be notified will call the initiating person on the recall roster with the time they were notified.

A3.1.1.3. **Standby Recall.** The objective of a standby recall is to give commanders a means to assess personnel readiness status, ensure personnel are in place to respond to a general recall, or relay information or instructions. In a standby recall, all available personnel are contacted (or otherwise accounted for) and instructed to "stand by" until ordered to report for duty, released from standby status, or given further instructions. "All available personnel" is defined as all assigned personnel, including those on leave or pass, unless they are otherwise unable to perform duty (e.g., hospitalized, on quarters, in confinement). In some cases, commanders may be directed to contact personnel TDY or on leave for accounting purposes or to alert them to the possibility of a recall to the duty station.

A3.2. Methods of Recall. The most common methods of recalling personnel are described in the following paragraphs.

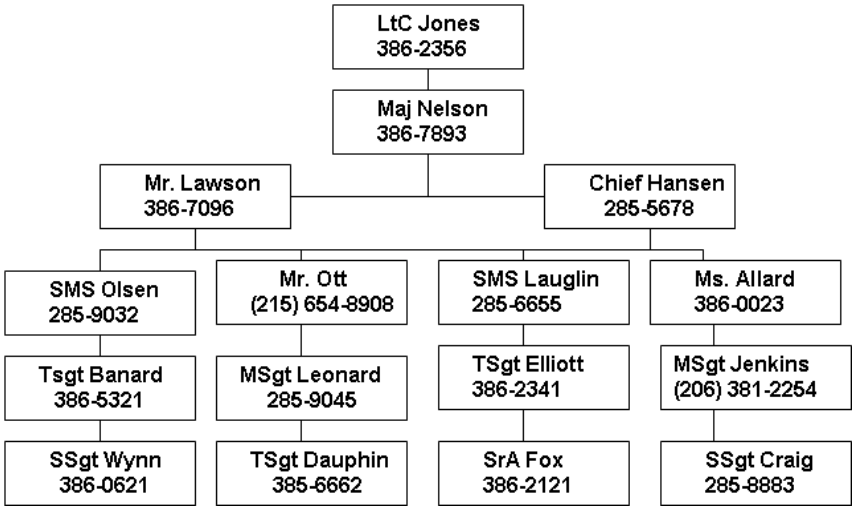
A3.2.1. **Overt Recall.** Overt recall procedures involve the use of all means available to recall installation personnel, to include use of Giant Voice, CAC, telephones, radios, public television, response vehicles with PA capability, etc.

A3.2.2. **Covert Recall.** Covert recall procedures involve the use of telephones or personal contact only to recall installation personnel.

A3.2.3. **Communications-Out Recall.** When communication systems are inoperative or cannot be used, recall notification is made by personal contact only, such as with the use of a runner.

A3.3. Pyramid Alert System. The most commonly used tool for recalling personnel is the pyramid alert system (**Figure A3.1**). The pyramid alert system may also be used to pass time critical information such as natural disaster, force protection conditions, etc. For this alert system to be effective, each flight within civil engineer must ensure recall rosters are kept current for all assigned military personnel and emergency essential civilians. A copy of the recall roster for each flight/section is provided to the Readiness and Emergency Management Flight and Commander's Support Staff. These rosters should be updated at least monthly and when significant changes occur. Rosters can contain each assigned individual's name, rank, duty/home phone numbers, addresses, and pager numbers. A current copy of each recall roster should also be maintained in the unit control center. Those personnel residing off of the installation should provide their supervisor a detailed map of the area in which they reside, using well known streets or land marks as a guide. The map should include instructions from the installation's main gate to the individual's quarters. Key personnel recall rosters (i.e., commander, flight chiefs, 1Sgt, etc) should be provided to the command post. It is mandatory to use the Privacy Act Statement on all recall rosters because they contain personal information.

Figure A3.1. Example Pyramid Alert System



Once recall is initiated, each individual will contact the member below them. If an individual cannot be contacted, that individual should be skipped and the next individual on the list contacted. Inform the next person on the list which members were not able to be contacted. As an example using **Figure A3.1.**, the last individual on the list will contact Maj Nelson and inform him which members were not able to be contacted. **Note:** This roster is protected by the Privacy Act of 1974. Unauthorized use or disclosure of this information may result in a $5,000 fine. (Authority 5 U.S.C. 552, *The Freedom of Information Act*). Each recall roster must include the Privacy Act Statement.